



Universitat de Lleida

DEGREE CURRICULUM
**ICTS APPLIED TO
ADMINISTRATIVE
MANAGEMENT**

Coordination: RIBELLES SANS, MARIA TERESA

Academic year 2023-24

Subject's general information

Subject name	ICTs APPLIED TO ADMINISTRATIVE MANAGEMENT			
Code	14628			
Semester	2nd Q(SEMESTER) CONTINUED EVALUATION			
Typology	Degree	Course	Character	Modality
	Double degree: Master's degree in Legal Practice and Master's degree in Administrative Management	2	COMPULSORY	Attendance-based
	Master's degree in Administrative Management	1	COMPULSORY	Blended learning
Course number of credits (ECTS)	3			
Type of activity, credits, and groups	Activity type	PRAULA		TEORIA
	Number of credits	2.5		0.5
	Number of groups	1		1
Coordination	RIBELLES SANS, MARIA TERESA			
Department	ECONOMICS AND BUSINESS			
Teaching load distribution between lectures and independent student work	50% in person 50% independent student work			
Important information on data processing	Consult this link for more information.			

Teaching staff	E-mail addresses	Credits taught by teacher	Office and hour of attention
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Subject's extra information

The daily exercise of the administrative manager requires the use of information and communication technologies, especially at the current moment with the last push that electronic administration has undergone with the approval of Laws 39/2015 and 40/2015, which aim he relegated the "paper" to a secondary and anecdotal level, to generalize relations through electronic means with the different Public Administrations.

In this subject, students are introduced to the different platforms that Public Administrations use to relate to citizens and, specifically, to administrative managers in different areas: foreign affairs, social security, state public employment service, tax agency, etc. Likewise, it works with some of the most widespread programs in the field of administrative management.

Learning objectives

- Know and know how to apply the different computer platforms specific to administrative management in tax matters.
- Know and know how to apply the different computer platforms specific to administrative management in labor matters.
- Know and know how to apply the different computer platforms specific to administrative management in the

field of licenses, permits and administrative concessions.

- Know and know how to apply the different computer platforms specific to administrative management in matters of immigration, agriculture, traffic.
- Electronic signatures: typology of signatures to be able to carry out online procedures with public administrations
- Document management: effective organization in professional practice.
- Specific computer platforms: payroll, tax accounting and invoicing.
- Knowledge of various databases to obtain the necessary information for the assessment of future clients.

Competences

Basic skills

CB6. Possess and understand knowledge that provides a basis or opportunity to be original in the development and/or application of ideas, often in a research context

CB7. That students know how to apply the knowledge acquired and their ability to solve problems in new or unfamiliar environments within broader (or multidisciplinary) contexts related to their area of study

CB8. That students are able to integrate knowledge and face the complexity of formulating judgments based on information that, being incomplete or limited, includes reflections on the social and ethical responsibilities linked to the application of their knowledge and judgments

CB9. That students know how to communicate their conclusions and the knowledge and ultimate reasons that support them to specialized and non-specialized audiences in a clear and unambiguous way

CB10. That the students have the learning skills that allow them to continue studying in a way that will have to be largely self-directed or autonomous.

Generic skills

CG1. The person with a master's degree is able to take responsibility for their training process, their own professional development and their specialization in the field of administrative advice and management.

CG2. The person with the master's degree is able to carry out processes of analysis, synthesis and application of knowledge in practice. He is able to make decisions and adapt to non-ideal situations.

CG3. The person with the master's degree is able to carry out a critical exercise and self-criticism. He is able to show consistent attitudes with the ethical and deontological conceptions of the corresponding professional field

CG4. The master's degree holder is able to adopt creative and entrepreneurial attitudes and processes. It is also capable of formulating, designing and managing projects, and of seeking and integrating new knowledge.

CG5. The graduate is able to assess the social and environmental impact of actions in his area.

Transversal skills

CT1. Graduates of the master's degree are able to collaborate and cooperate in interdisciplinary and multicultural teams, and to contribute to a common project.

CT2. Ability to anticipate and evaluate the legal and economic consequences of the designed strategies.

CT3. Ability to communicate clearly and effectively to third parties the concepts and processes linked to professional management.

Specific skills

EC1. Ability to inform, advise and professionally advise third parties in administrative relations capable of representation with public administrations

EC2. Ability to use information and communication technologies specific to the collegiate professional exercise of

administrative management.

CE3. Ability to design and plan processes and strategies taking into account the specialties and requirements of the different areas of professional practice

CE4. Apply the different techniques of conventional resolution of conflicts in matters specific to the professional exercise of administrative management, as an alternative way to the jurisdictional one. CE5. Ability to propose various alternatives to a legal or economic problem, know how to prioritize them and take decisions to reach a solution suitable to the client's needs.

CE6. Identify and know how to carry out the administrative, notarial and registration procedures that correspond to the areas specific to the profession of administrative manager

Subject contents

Abroad:

Use of the different applications/platforms of the Generalidad de Catalunya and the Ministry of Finance and Public Administrations to see the requirements in the processing of residence and residence and work authorizations. Use of the Mercurio application/platform of the Ministry of the Presidency for the completion of procedures for work and residence permits for foreigners. Use of the application/platform of the Ministry of Justice to electronically request Spanish nationality by residence. Tax Administration:

The portal of the state tax administration agency and its electronic headquarters

Means of identification in the electronic headquarters. Procedures that can be carried out with the different forms of identification

Electronic notification

Social collaboration and empowerment: differences between both systems and advantages of each of them from the point of view of the tax professional.

Work and Social Security:

Use of the Platform of the Department of Labor of the Generalitat in matters of accidents. Electronic notifications of work accidents and other telematic procedures in health and safety at work.

Use of the Public Employment Service platform. Platform Certificate @ 2 and Contract @. Carry out any type of SEPE online procedure.

Use of the platform of the Department of Labor of the Generalitat for labor conciliations. Carry out the presentation of conciliation papers electronically.

Online registrations and transfers:

Platform of the Colegio de Gestores (A9) for online vehicle registration and transfer procedures

Agriculture:

Agrarian societies: civil societies, shared ownership of agricultural exploitation, mercantile societies, SAT.

The specific contracts: lease, shareholding, integration,...

Specific concepts: active farmer, principal farmer, priority agricultural exploitation,...

Scheme of aid from the PAC. contents

DUN (The Single Agrarian Declaration)

Download the DUN program and solve a practical case.

Methodology

The sessions are taught in a computer classroom, so that theory is combined with on-site practice through the use and handling of the different platforms, programs and computer tools that are studied

Development plan

WEEK	CONTENT	TEACHERS
1 ^a	Prosecutor: Electronic headquarters of the AEAT	Natividad Garcia Jimenez
	Tax: Gencat Tributes	Àlex Prado Paredes
2 ^a	Aliens: Mercuri Platform	Dr. Marc Giménez Bachmann
	Transit: Platform A9. Registration and transfer of vehicles electronically	M ^a Jesús Botella
	Agriculture: Single Agrarian Declaration (DUN). Ajuts, programes informàtics apogest	Elena Estopá Alvarez
	Labor and Social Security: Social Security Platform	David Trenchs López

Evaluation

Evaluation system	Weighing	Recovery
Completion of a multiple choice exam with questions related to each of the parts (blocks) and content into which the subject is divided.	50%	YES
Realization of practical cases	30%	YES
Attendance to face-to-face class sessions	20%	NO

Plagiarism

Article 9 of the Evaluation Regulations establishes that the student cannot use unauthorized means or fraudulent mechanisms during the evaluation activities. The student who uses any fraudulent means related to the test and/or carries electronic devices that are not allowed, will be subject to the consequences set forth in these regulations or in any internal regulations of the UdL.

Article 43 of the UdL Coexistence Regulations describes the applicable sanctions, which include, among others and depending on the seriousness of the offense, the loss of the right to be evaluated in the subject, the loss of enrollment for one semester or course or expulsion up to three years.

Bibliography

Consult the materials provided through the virtual campus by the professors.